

Example Process Documentation

Process number and title: **9. Supplier contracting & registration**

Process step reference	Process step title	Process step description	Transaction type	Responsible person	Related IT systems	Risk reference	Control reference
P.9.1.	Receive contract template	After informal confirmation of purchase order execution, supplier sends a contract template to the responsible Purchasing manager.	Routine	Supplier	N/A	N/A	N/A
P.9.2.	Verify technical terms	Responsible Purchasing manager verifies technical terms and agrees on contract terms.	Routine	Purchasing manager	N/A	N/A	N/A
P.9.3.	Verify legal terms	Lawyer verifies legal terms of the contract.	Routine	Internal lawyer	N/A	N/A	N/A
P.9.4.	Sign contract draft	Lawyer reviews and approves the contract draft.	Routine	Internal lawyer	N/A	N/A	N/A
P.9.5.	Sign contract draft	The contract draft is signed by Financial director, Logistics director, Purchasing director, Sales director and General director.	Routine	Logistics director, Purchasing director, Financial director, Sales director, General director	N/A	N/A	N/A
P.9.6.	Prepare and sign contract original	After the contract draft is accepted, supplier prepares and signs contract original.	Routine	Supplier	N/A	N/A	N/A
P.9.7.	Verify contract details	Responsible Purchasing manager verifies all contract details.	Routine	Purchasing manager	N/A	N/A	N/A
P.9.8.	Sign contract	The contract original is signed by the lawyer.	Routine	Internal lawyer	N/A	N/A	N/A
P.9.9.	Sign contract	The contract original is signed by Financial director, Logistics director, Purchasing director, Sales director and finally by General director.	Routine	Logistics director, Purchasing director, Financial director, Sales director, General director	N/A	N/A	N/A
P.9.10.	Register contract	Secretary registers the contract in Lotus Notes database.	Routine	Secretary	Lotus Notes	N/A	N/A
P.9.11.	Register supplier	Purchasing administrator makes a supplier record in SCALA.	Routine	Purchasing administrator	SCALA	R.9.1. R.9.2. R.9.3. R.9.4.	C.9.1. C.9.2. C.9.3. C.9.4.